

Message

From: Hurl, Kathy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2F3B04131F1145FCB4CCF5B0A64C1AC4-KHURLD]
Sent: 12/21/2020 9:42:23 PM
To: Geraldine Camilli [gcamilli@horsleywitten.com]; Beck, Whitney [beck.whitney@epa.gov]; Topping, Brian [Topping.Brian@epa.gov]
CC: Ashley Pasakarnis [apasakarnis@horsleywitten.com]; Christensen, Damaris [Christensen.Damaris@epa.gov]; Sarah Bartlett [sbartlett@horsleywitten.com]
Subject: RE: Update RE: 508 Compliant Document Work
Attachments: ResponsivenessSummary_final.docx

Geraldine, thank you for the update on timing of when documents will be ready for uploading to the docket and which ones you are having difficulties with.

As requested, here is a word version of the Responsiveness Summary (attached and uploaded to the sharepoint folder). This document, #5, needs to be prioritized along with Documents #4, 6 and 7. We have been asked to make sure these documents are uploaded to the docket and publicly available when the notice of program approval is published in the Federal Register – which will be tomorrow.

I will also be uploading the other 4 emails momentarily and updating the excel spreadsheet.

Thank you, Kathy

From: Geraldine Camilli <gcamilli@horsleywitten.com>
Sent: Monday, December 21, 2020 3:51 PM
To: Hurl, Kathy <Hurl.Kathy@epa.gov>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>; Sarah Bartlett <sbartlett@horsleywitten.com>
Subject: RE: Update RE: 508 Compliant Document Work

Thank you for clarifying. I really appreciate it.

There are a lot of documents, so I wanted to make sure we were not missing anything.

Thank you for your patience.

Kind regards,

Geraldine

Geraldine Camilli, P.E. | Project Manager – Environmental Engineer
Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508.833.6600
Cell: Ex. 6 Personal Privacy (PP)

From: Hurl, Kathy <Hurl.Kathy@epa.gov>
Sent: Monday, December 21, 2020 3:49 PM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>; Sarah

Bartlett <sbartlett@horsleywitten.com>

Subject: RE: Update RE: 508 Compliant Document Work

Just to be clear as I guess I did not really answer your question Geraldine, yes, the captured image below does count as metadata ready. It has what is needed.

From: Hurl, Kathy

Sent: Monday, December 21, 2020 3:48 PM

To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>; Sarah Bartlett <sbartlett@horsleywitten.com>

Subject: RE: Update RE: 508 Compliant Document Work

Correct, you have added what is needed. The * fields. Thank you.

From: Geraldine Camilli <gcamilli@horsleywitten.com>

Sent: Monday, December 21, 2020 3:02 PM

To: Hurl, Kathy <Hurl.Kathy@epa.gov>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>; Sarah Bartlett <sbartlett@horsleywitten.com>

Subject: RE: Update RE: 508 Compliant Document Work

Hi Kathy,

We are not technically adding metadata (i.e., subject, abstract, author) beyond the title. Does that still qualify as metadata ready?

Thank you,
Geraldine

From: Hurl, Kathy <Hurl.Kathy@epa.gov>

Sent: Monday, December 21, 2020 3:00 PM

To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>; Sarah Bartlett <sbartlett@horsleywitten.com>

Subject: RE: Update RE: 508 Compliant Document Work

Yes, thank you. If you can also label these as metadata ready that would be wonderful. I have looked at what you have uploaded to the 508 folder on sharepoint.

Please let me know when you have started labeling them as metadata ready so I can inform the Docket folks the documents are coming. Thank you, Kathy

From: Geraldine Camilli <gcamilli@horsleywitten.com>

Sent: Monday, December 21, 2020 2:36 PM

To: Hurl, Kathy <Hurl.Kathy@epa.gov>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>; Sarah

Bartlett <sbartlett@horsleywitten.com>

Subject: RE: Update RE: 508 Compliant Document Work

Hi Kathy,

I just uploaded a first document to the docket – as a “test” (the decision memo, listed first in your docket tracking sheet), following the bulleted process you outlined in your 12:03 pm email below. Below is a screenshot of the information (i.e., we have left all fields blank except for the Title and Received Date, for which we used the signature date for that memo).

Please confirm that this is what you are looking for, and we will move forward with the rest of the documents, per your instructions below. I am adding my colleague Sarah Bartlett to this thread, as she is supporting the FDMS uploading effort.

Thank you,



Geraldine

Geraldine Camilli, P.E. | Project Manager – Environmental Engineer

Horsley Witten Group

90 Route 6A, Unit #1 | Sandwich, MA 02563

Office: 508-833-6600

Cell: Ex. 6 Personal Privacy (PP)

From: Hurl, Kathy <Hurl.Kathy@epa.gov>
Sent: Monday, December 21, 2020 2:03 PM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>
Subject: Update RE: 508 Compliant Document Work

Geraldine,

So we got clearance on most of the documents in the excel spread sheet. You and your staff can make these all, except for document #61, this one,



and the document I just upload for you (FDEP to Seminole 2020-12-17.pdf). I added it as document #63 in the spreadsheet on sharepoint.

I also have been informed there are 3 more emails coming my way that will need to be added to the docket, which I do not yet have. I recognize these last three were not on the radar and are last minute and thus they should be prioritized last. Please let me know if there will be an issue with these last three documents, knowing I do not yet have them.

My questions to you:

- Where would you like me to add these 3 documents to the excel sheet?
 - Should I add the other three emails as documents 66-68?
 - Or should I add them all at the end of the excel spread sheet?
- Please let me know if these extra documents will be a problem.

Thank you,
- Kathy

From: Hurl, Kathy
Sent: Monday, December 21, 2020 12:03 PM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>
Subject: RE: 508 Compliant Document Work

Geraldine,

Good questions; I'm still awaiting final okay to post documents. Here is what I propose:

- For those you have completed 508 compliance on, upload them to the docket but DO NOT label them as metadata ready. Please fill out all the necessary fields, but don't click that magic box that says metadata ready.
- Once I get the spreadsheet back from leadership, I will go and click metadata ready on those documents they want uploaded to the docket.

So, I see the process as:

- Upload the PDFs under "Notice 2"
- Add the title (see Column B in the Final Docket spreadsheet for the docket titles for each file)

- Label everything as “supporting and related materials”
- Add a date for each document (let me know if any docs are not dated)

At this time, do not Switch the document status to “metadata ready” for the docket staff to work their magic, I will do this.

I hope this make sense and will help you with your work allocation. If not, or if you have any other questions, please don't hesitate to contact me.

Respectfully,

Kathy Hurld
Clean Water Act 404(g) – U.S. EPA Lead
Office of Wetlands, Oceans, and Watersheds
E-mail: Hurld.Kathy@epa.gov
Phone: 202-566-1269
Currently working remotely during COVID-19; please call:

Ex. 6 Personal Privacy (PP)

-

From: Geraldine Camilli <gcamilli@horsleywitten.com>
Sent: Monday, December 21, 2020 11:54 AM
To: Hurld, Kathy <Hurld.Kathy@epa.gov>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>
Subject: RE: 508 Compliant Document Work

Thank you Kathy.

No apology needed, I appreciate your prompt response to our questions. We will keep our eyes out for that additional document.

We are currently waiting for input/review prior to FDMS upload of the files we post to SharePoint, and I am wondering about the process for this step. I am trying to figure out how we should organize our team here.

1. Will you let us know which documents are ready?
2. How? Through SharePoint?
3. Do you expect to review all documents prior to them being posted to FDMS?

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager --- Environmental Engineer
Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508.833.6600
Cell: Ex. 6 Personal Privacy (PP)

From: Hurld, Kathy <Hurld.Kathy@epa.gov>
Sent: Monday, December 21, 2020 11:49 AM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian

<Topping.Brian@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Christensen, Damaris <Christensen.Damaris@epa.gov>

Subject: RE: 508 Compliant Document Work

Thank you so much Geraldine,

My apologies for the late reply. We really appreciate all the work you all have put in to get to this point.

In answer to your questions below:

1. FINAL FL assumption - NHPA consultation - Yes, This should be 1. Sorry autonumbering by Excel!
 - a. However, please note there are multiple letters from the Seminole Tribe. Including the last letter that was received, document 61 in the spreadsheet, which was received and uploaded to the folder on 12-17-20.
2. Correct, we have removed the letter and the response to the Menominee from the folder and spread sheet. I had put it in a draft response as a citation, but it was since edited out of the response to comment so is no longer to be added to the docket.
3. Yes, you have the correct files. Please rename per column D as listed below. NOTE: I have added an F prior to "DEP" so column D for row #67 should be "Letter from EPA to FDEP 12-12-2019"
4. Correct, we do not need to make "ESA Consultation Policy Federal Register Notice", row 68, 508 compliant.

Lastly, my apologies. I may be uploading one more document to the folder today. I will send you an email if it is to be uploaded.

- Kathy

From: Geraldine Camilli <gcamilli@horsleywitten.com>

Sent: Monday, December 21, 2020 12:20 AM

To: Hurlid, Kathy <Hurlid.Kathy@epa.gov>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian

<Topping.Brian@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>

Subject: RE: 508 Compliant Document Work

Good evening Kathy, et al.,

We have uploaded additional documents to the 508 version sub-folder on SharePoint. At this time, the 508 folder includes 56 PDF documents. We have also updated the Excel tracking sheet on SharePoint for those documents with the label "508 on SharePoint" in column I.

Please note that there is not always a perfect match in file name between the tracking sheet and the names of the files we processed (most discrepancies are missing/have additional spaces or dashes). We did not update file names in either the tracking sheet, or the actual file names, except to add "_508c" at the end of each file name. We can make changes, but would need to know where to find the correct name (i.e., file or tracking sheet).

In addition, we have questions regarding the following files/records:

1. FINAL FL assumption - NHPA consultation - Seminole Tribe 1. The file available online ends with "Tribe 1.pdf" but the Excel file states "Tribe 2.pdf" (see row 35 on SharePoint). There is no Excel record for "Tribe 1.pdf." Do we have the correct file?
2. An earlier version of the docket upload tracking sheet listed pending documents for a "Letter from Menominee" and "Letter Responding to Menominee." The current version of the tracking sheet no longer lists those files, and we have not seen them – is that correct?

3. The following two files (rows 66 and 67) appear to still have the “original” name (column C) rather than the New File Name (column D). Do we have the correct files? If yes, do you want us to rename them to the blue name below before we upload them to the 508 folder?

Description	Document Title for the Docket Version	Original File Name	New File Name (blue = original file name changed)
12/13/2019 Letter to FWS & NMFS re: DEP as a non-federal representative	December 13, 2019 Letter from David Ross (U.S. EPA) to NOAA and the U.S. FWS on FDEP's Non-Federal Representative Designation	Letter re FDEP as ESA non-Federal representative- 12.13.19	Letter from EPA to FWS and NMFS 12-13-2019
12/12/2019 Letter to FDEP re: non-federal representative	December 12, 2019 Letter from Regional Administrator Mary Walker (U.S. EPA) to the Honorable Noah Valenstein (Florida Department of Environmental Protection) on Florida's Non-Federal Representative Designation	Non-Federal Designation of FL	Letter from EPA to FDEP 12-12-2019

4. We do not recommend making a federal register notice 508 compliant (ESA Consultation Policy Federal Register Notice, row 68). Do you agree?

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager -- Environmental Engineer
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90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508-833-6600
Cell: Ex. 6 Personal Privacy (PP)

From: Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Sent: Friday, December 18, 2020 4:50 PM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>
Subject: RE: 508 Compliant Document Work

Wonderful and thank you! I will look at these and let you know ASAP when you can upload. Thank you!!!

From: Geraldine Camilli <gcamilli@horsleywitten.com>
Sent: Friday, December 18, 2020 3:07 PM
To: Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Good afternoon,

We have completed the 508 on the following three documents, uploaded the 508 version to SharePoint, and updated the SharePoint tracking sheet:

- 1) Decision memo (row 4 on Final Docket spreadsheet)
- 2) Letter to FL on decision (row 6 on Final Docket spreadsheet)
- 3) Letter to Corps on decision (row 7 on Final Docket spreadsheet)

Please let us know if you have any comments or questions, and when we can upload them to FDMS.

Thank you,
Geraldine

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Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
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Cell: Ex. 6 Personal Privacy (PP)

From: Geraldine Camilli
Sent: Friday, December 18, 2020 2:14 PM
To: Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Hi Whitney,

It appears our emails crossed paths. I downloaded the three high priority documents below from SharePoint, and am looking at them right now.

As I mentioned in my other email, we uploaded a first batch of 16 documents to the 508 sub-folder in SharePoint. Please let us know if you have any questions on those. Once they are ready, we'll do the FDMS upload, and let you know if we have any questions on that part.

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager – Environmental Engineer
Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508-833-6600
Cell: Ex. 6 Personal Privacy (PP)

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Friday, December 18, 2020 12:42 PM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Hi Geraldine,

We've finished adding documents to the docket upload folder. I'd like to request that you prioritize three documents-

- 1) Decision memo (row 4 on Final Docket spreadsheet)
- 2) Letter to FL on decision (row 6 on Final Docket spreadsheet)
- 3) Letter to Corps on decision (row 7 on Final Docket spreadsheet)

We are hoping to get these uploaded to the docket first, as our Federal Register notice is expected to publish soon and these are the main supporting documents.

Regarding docket uploads, I can confirm that the docket staff takes care of the metadata. I think all you'll have to do is:

- Upload the PDFs under "Notice 2"
- Add the title (see Column B in the Final Docket spreadsheet for the docket titles for each file)
- Label everything as "supporting and related materials"
- Add a date for each document (I think the docs are all dated but Kathy can help if not)
- Switch the document status to "metadata ready" for the docket staff to work their magic

If you need any help, Kathy Hurlid will be around next week (202-566-1269), but I'll be out. Thank you again for all of your help!

Best,
Whitney

From: Geraldine Camilli <gcamilli@horsleywitten.com>
Sent: Wednesday, December 16, 2020 2:59 PM
To: Beck, Whitney <beck.whitney@epa.gov>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Hi Whitney,

Thank you for requesting access for everyone.

Sarah has been having issues getting into the system (account created successfully but not activated apparently), and the docket support person she spoke to was looking into it, so we are waiting to hear back. If things do not resolve for her access, we will work with others on the FDMS upload part.

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager — Environmental Engineer
Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508-833-6600
Cell: Ex. 6 Personal Privacy (PP)

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Wednesday, December 16, 2020 1:41 PM
To: Geraldine Camilli <gcamilli@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Thanks Geraldine! We found everyone in the FDMS system except for Sarah. Can you confirm that she has FDMS access?

Best,
Whitney

From: Geraldine Camilli <gcamilli@horsleywitten.com>
Sent: Wednesday, December 16, 2020 12:36 PM
To: Topping, Brian <Topping.Brian@epa.gov>; Beck, Whitney <beck.whitney@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Hi Brian and Whitney,

Thank you for making the time to talk today. As I mentioned to you, we are working to get this done as quickly and efficiently as possible.

We can send you a tracking sheet for batches of documents, and upload them when we get the go-ahead from you.

In terms of FDMS access, please include the following people on our end – so we can make sure we have coverage over the coming days:

- Ashley Pasakarnis, apasakarnis@horsleywitten.com,
- Erin Cabral, ecabral@horsleywitten.com,
- Gemma Kite, gkite@horsleywitten.com,
- Geraldine Camilli, gcamilli@horsleywitten.com,
- Mike Demanche, mdemanche@horsleywitten.com, and
- Sarah Bartlett, sbartlett@horsleywitten.com.

My colleagues on the list above have all had access to FDMS in the past, so it should just be a matter of requesting/granting them the correct read/write privileges for this particular docket.

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager — Environmental Engineer
Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508-833-6600
Cell: Ex. 6 Personal Privacy (PP)

From: Topping, Brian <Topping.Brian@epa.gov>
Sent: Wednesday, December 16, 2020 10:07 AM
To: Beck, Whitney <beck.whitney@epa.gov>; Geraldine Camilli <gcamilli@horsleywitten.com>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Hurlid, Kathy <Hurlid.Kathy@epa.gov>
Subject: RE: 508 Compliant Document Work

Ashley and Geraldine

Thanks for quickly starting on the 508 compliance work. I would also like to ask for your help uploading the 508 compliant documents to Docket ID No. EPA-HQ-2018-0640 on a rolling basis.

After you finish a batch of 10-20 documents, you can send your tracking sheet to this email chain, and then we will give you the go-ahead to upload that batch of documents.

Please also provide the names and emails of any staff members who should receive FDMS docket access.

Let us know if you have any questions.
Brian

Brian Topping

Mobile Ex. 6 Personal Privacy (PP)

Schedule: Monday – Thursday

From: Beck, Whitney <beck.whitney@epa.gov>

Sent: Tuesday, December 15, 2020 3:41 PM

To: Geraldine Camilli <gcamilli@horsleywitten.com>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>

Subject: RE: 508 Compliant Document Work

Hi Geraldine,

I'm cc'ing Kathy Hurl on emails since I'm out next week and she'll be able to answer questions that you might have.

One other thing I wanted to note is that we're still expecting to add a few more rows to the spreadsheet "FL Final Docket List." So if you are using that as a starting point for what documents to expect, that's great, but we'll be adding a few more document names in the next couple days. I just wanted to give you a heads up in case you've downloaded that spreadsheet and became confused about documents in the folder that aren't on there later this week!

Best,
Whitney

From: Beck, Whitney

Sent: Tuesday, December 15, 2020 10:38 AM

To: Geraldine Camilli <gcamilli@horsleywitten.com>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>

Subject: RE: 508 Compliant Document Work

Hi Geraldine,

Thank you! I'll confirm that the two documents you mentioned were repeat entries, as the same presentation was provided at multiple events, and that presentation is already included in another row. So I've removed the X's from these two documents to avoid confusion:

- Poarch Consultation Presentation/Handout Materials
- Muskogee Consultation Presentation/Handout Materials

I would appreciate an offline spreadsheet for tracking these documents, which makes sense for the reasons you mentioned.

I wanted to note that the "FL404BiOp" document is a long PDF with graphics and we're going to ask the originating agency if they can send us a Word Doc for 508'ing purposes. I will let you know if I get an affirmative answer!

Best,
Whitney

From: Geraldine Camilli <gcamilli@horsleywitten.com>

Sent: Tuesday, December 15, 2020 10:01 AM

To: Beck, Whitney <beck.whitney@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>

Subject: RE: 508 Compliant Document Work

Good morning Whitney,

Thank you for getting back to me on the signed documents question. We will work with the print/scan approach on those.

I will take a look at the new Excel sheets and let you know if we have any questions.

We are tracking information on our end based on the FL Final Docket List Excel file that was on SharePoint yesterday. Do you want us to populate that spreadsheet with a status column when we have uploaded the file(s) to SharePoint, or can we send you our "offline" version with additional columns? I am concerned about version control because I assume you will continue to update that sheet on your end.

I also noticed that two documents are identified (X) as being in SharePoint, but do not have a file name. I did not see a file name in what we downloaded that would match the description. Do you have file names for the two documents are listed below:

- Poarch Consultation Presentation/Handout Materials
- Muskogee Consultation Presentation/Handout Materials

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager – Environmental Engineer

Horsley Witten Group

90 Route 6A, Unit #1 | Sandwich, MA 02563

Office: 508-833-6600

Cell: 6 Ex. 6 Personal Privacy (PP)

From: Beck, Whitney <beck.whitney@epa.gov>

Sent: Tuesday, December 15, 2020 9:08 AM

To: Geraldine Camilli <gcamilli@horsleywitten.com>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>

Subject: RE: 508 Compliant Document Work

Hi Geraldine,

Thanks, the print and scan approach makes sense and I hear from colleagues that we've had to do that in the past. I just replaced the two excel sheets titled "Florida Assumption Public Hearing Attendees" after I realized they had extraneous information; I uploaded new excel sheets with one simple tab that we can try PDF'ing called "Florida Assumption Public Hearing Attendee List."

Best,
Whitney

From: Geraldine Camilli <gcamilli@horsleywitten.com>

Sent: Monday, December 14, 2020 4:07 PM

To: Beck, Whitney <beck.whitney@epa.gov>

Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>

Subject: RE: 508 Compliant Document Work

And a quick follow-up on the document list, a number of the documents are digitally signed. While short (1-2 pages), Adobe will not allow us to edit them, which is understandable as they are technically "signed." For these documents, the easiest/fastest way would be to print, scan, and conduct 508 compliance on the result. We can also look into other options.

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager – Environmental Engineer
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90 Route 6A, Unit #1 | Sandwich, MA 02563
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Cell: Ex. 6 Personal Privacy (PP)

From: Geraldine Camilli
Sent: Monday, December 14, 2020 3:40 PM
To: Beck, Whitney <beck.whitney@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>
Subject: RE: 508 Compliant Document Work

Hi Whitney,

Thank you for making the time to discuss the 508 request(s) this afternoon. As we discussed, we will take a look at the documents, and identify those that may be problematic (e.g., long document created by another entity, Excel file).

We will move forward with the remaining files.

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager – Environmental Engineer
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From: Geraldine Camilli
Sent: Monday, December 14, 2020 2:01 PM
To: Beck, Whitney <beck.whitney@epa.gov>
Cc: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>
Subject: RE: 508 Compliant Document Work

Thank you Whitney,

I was able to get into the SharePoint folder, thank you.

I was hoping to download all of them at once (bulk), but do not see that as an option. I only seem to be able to download them individually. Do you know if a bulk download is possible? As Ashley mentioned, we would likely not be working on SharePoint.

Do you know which ones are the 10-100+ page documents? These are the most time-consuming. If they are not structured, they take a while.

I also noticed a number of Excel files. How do you want us to work with those? Convert them to PDF?

It may be easier to discuss over the phone. What would be a good number to reach you? Alternatively, I can be reached at my desk (508-833-6600) until ~3pm, and then on my cell Ex. 6 Personal Privacy (PP)

Thank you,
Geraldine

Geraldine Camilli, P.E. | Project Manager -- Environmental Engineer
Horsley Witten Group
90 Route 6A, Unit #1 | Sandwich, MA 02563
Office: 508-833-6600
Cell: Ex. 6 Personal Privacy (PP)

From: Beck, Whitney <beck.whitney@epa.gov>
Sent: Monday, December 14, 2020 1:51 PM
To: Ashley Pasakarnis <apasakarnis@horsleywitten.com>; Topping, Brian <Topping.Brian@epa.gov>
Cc: Geraldine Camilli <gcamilli@horsleywitten.com>
Subject: RE: 508 Compliant Document Work

Hello Ashley and Geraldine,

Thanks for your quick response! I just sent you an invitation to the folder- please let me know if that didn't come through. As I mentioned, the folder includes about 50 docs right now and we'll be uploading more at the end of this week.

Most of the documents are in a PDF format (since they are signed) but there are a few powerpoints and word docs. I think the majority are shorter, 2-3 page documents, there are some that are more in the 10-page range, and then there are two 100+ page documents.

Best,
Whitney

From: Ashley Pasakarnis <apasakarnis@horsleywitten.com>
Sent: Monday, December 14, 2020 12:55 PM
To: Topping, Brian <Topping.Brian@epa.gov>
Cc: Beck, Whitney <beck.whitney@epa.gov>; Geraldine Camilli <gcamilli@horsleywitten.com>
Subject: RE: 508 Compliant Document Work

Good Afternoon Whitney/Brian,

For starters please add myself and Geraldine Camilli as individuals to access the documents on your SharePoint site. I have included Geraldine in this email in the event you need her email address.

For clarification, what types of documents has EPA uploaded to the SharePoint site? Are the documents already PDFs? We will need to download the documents from SharePoint (incredibly challenging to edit in the cloud), format and then upload the 508-c PDF back into SharePoint. If we are able to access SharePoint today to review some of the files that

would be great but if you could forward a few examples on that will help us determine how to best schedule and coordinate with our staff in terms of effort and availability.

We can try our best but until we see the documents and understand the scope of the 75-100 documents we can't confirm whether we would be able to complete these by the requested date of next Wednesday.

Ashley

Ashley E. Pasakarnis PE | Senior Project Engineer
Horsley Witten Group
90 Route 6A, Unit 1 | Sandwich, MA 02563
Office: 508-833-6600



From: Topping, Brian <Topping.Brian@epa.gov>
Sent: Monday, December 14, 2020 11:59 AM
To: Ashley Pasakarnis <apasakarnis@horsleywitten.com>
Cc: Beck, Whitney <beck.whitney@epa.gov>
Subject: 508 Compliant Document Work

Ashley,

We have some document work for you all. The requested schedule and plan is below, but we know it is the holidays and so please let us know what is possible. Please keep me in the loop but Whitney (copied and 202-566-2553) will be your main contact for this and able to answer questions. This fits under work plan section 3.1, as you work through things let me know if a modification for hours or effort will be needed in the future.

Thanks for your help with this.

Brian

Instructions

- We are requesting 508 compliance work for 75-100 documents. All work should be completed by Wednesday 12/23.
- We are adding the documents to this EPA Sharepoint folder as they become finalized:
 - **Ex. 6 Personal Privacy (PP)**
- Please email the names & email addresses of any individuals who need access to the folder to Beck.Whitney@epa.gov.
- Currently, the folder includes nearly 50 documents, and work on those can begin immediately.
 - Additional documents will be added on a rolling basis as they are finalized, with all documents anticipated to be added by 12/18.
 - The only document in the folder that does not need 508 compliance is the document titled "FL Final Docket List," an internal tracking list for documents.
- We request that the contractors 1) open each document, 2) make a 508 compliant version of that document and 3) save the 508 version with the same file name + "_508" added to the end, in the sub-folder titled "508 Versions of Documents."

- If it's helpful to avoid confusion since documents are being added on a rolling basis, the contractors can optionally create an Excel sheet in the folder to record which documents have been completed.

Brian Topping

US Environmental Protection Agency

Office of Wetlands, Oceans and Watersheds

1200 Pennsylvania Avenue, NW, Mail Code 4504T, Washington, DC 20460

Deliveries: EPA West -- Room 7114-F, 1301 Constitution Avenue, NW, Washington, DC 20004

Office: 202-566-5680, Mobile: Ex. 6 Personal Privacy (PP)

topping.brian@epa.gov

Schedule: Monday – Thursday